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8 MAY 1970

MEMORANDUM FOR:

ATTENTION:

SUBJECT : Initial Emergency Relocation Force Roster

REFERENCE : Memorandum to Executive Director-Comptroller
from DDS, dtd 3 February 1970 (ER-70-573),
Subject: CIA Emergency Planning

1. Referent memorandum is a comprehensive review of the Agency's Emergency Planning Program containing recommendations, approved by the Executive Director, for modification of certain aspects of Agency programs involved with emergency preparedness planning. A copy of this study has been forwarded to each Deputy Director, for the information of the Senior Emergency Planning Officers in the various Directorates.
2. The purpose of this memorandum is to implement paragraph 13e of referent memorandum which recommends:

"The Emergency Relocation Force Roster be maintained on a position and job title basis rather than the present individual name basis."

3. For your information, the following is quoted from the section of referent study that leads up to this recommendation:

"Another program element of planning for emergency relocation is that concerned with the maintenance of rosters and personal documentation for the emergency relocation force. This subject is best treated separately as it contains contributions from all operating components in the Agency. As the program is now constituted each Directorate is assigned a quota for representation on the Emergency Relocation Force of [REDACTED] members. The various Directorates are responsible for selecting, and keeping current, lists of individuals who comprise their quotas. The Relocation Force Roster is currently maintained centrally by name (by Agency Emergency Planning Office), personal documentation (Civil Defense ID cards and Special [REDACTED] ID cards) are issued, and basic instructions circulated, read and signed by each individual on the roster. In practice this procedure has proven to be awkward, time consuming and impractical. Moreover, with the constant change in assignments of key personnel it is impossible to keep the roster current on a name basis. To continue this program in its present form represents needless effort for Security Badge Office, Central Cover Staff, [REDACTED] administrative personnel, and the Agency Emergency

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Planning Office who share the work load generated by the maintenance of the Relocation Force Roster on a name basis. We, therefore, recommend that this portion of our emergency planning function be simplified by having the various Directorates designate the composition of their Emergency Relocation Force quota on a position-only basis keyed to their T/Os. Names, identification, and instructions would be supplied immediately prior to an emergency relocation situation. In this manner we would continue our requirements for relocation planning under current directives."

4. As a first step in implementing this recommendation addressees are requested to take the following action:

- a. Convert the attached listing of names in your portion of the Initial Emergency Relocation Force Roster to position and functional job title basis keyed to your current Position Control Register. According to central records, _____ has been allotted a quota of _____ in the total of _____ assigned to _____. You may amend and update your listings as desired, but do not exceed your authorized quota.
- b. Attached is a sample format for your revised roster.
- c. Rosters should be signed by the head of the operating component concerned and forwarded to the undersigned for subsequent submission to the Agency Emergency Planning Office.

5. Once rosters have been converted to a position and job title basis, they will require a minimum amount of servicing as current plans call for updating them on an annual basis. We are now developing plans and procedures for managing the personal documentation aspects of the relocation force and separate instructions will be provided. In the meantime individuals who now have the Civil Defense Identification Cards should retain them until further notice.



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Deputy Chief,
Support Services Staff

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OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|-------------|------------------|----------------|----------|
| 1 | Chief, HR Group | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |
| | | | |

Remarks:

Attached is a copy of the memo which went out to the various components re the new look on the emergency relocation force. Please note that emphasis has been changed from designating persons to designating POSITIONS on the T/O, a factor which I'm sure Harry will be interested in re the STAFFING subsystem. Question: Could this be made part of the automated record? If so, association of position with incumbent could be used to roster relocation force by individual identities, when needed, in lieu of tag in CEMLOC, etc.....

FOLD HERE TO RETURN TO SENDER

FROM: NAME ADDRESS AND PHONE NO.

DATE

12 AUG 1970

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STATINTL

| | | |
|--|-----------|-----------------|
| TRANSMITTAL SLIP | | DATE 8/14/70 |
| TO: | | |
| ROOM NO. | BUILDING | |
| REMARKS: Can this be done more effectively in your "STAFFING" SYSTEM? I'll talk to you about this 8/17/70. | | |
| FROM: | | |
| ROOM NO. | EXTENSION | |

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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EMERGENCY RELOCATION FORCE ROSTER

Date: 12 May 1970Organizational Component: Office of the Deputy Director for SupportInformation Keyed to Position Control Register dated: 30 April 1970

| <u>Position Title</u> | <u>Position Number</u> | <u>Functional Title</u> |
|--------------------------|------------------------|----------------------------------|
| Deputy Dir-Support | 0001 | Deputy Dir-Support |
| Asst Dep Dir-Support | 0003 | Asst Dep Dir-Support |
| Special Assistant | 0362 | Spec Asst for Air Ops |
| Admin Officer-Exec | 0130 | Executive Off-DD/S |
| Secretary | 0220 | Secretary to DD/S |
| Secretary | 0172 | Secretary to A-DD/S |
| Secretary | 0012 | Secretary to EO-DD/S |
| Info Control Asst | 0223 | Chief, Registry DD/S |
| Support Plans Officer-Ch | 0132 | Chief, Planning Staff |
| Admin Officer-Ch | 0342 | Chief, Support Operations Stf |
| Admin Officer | 0357 | Adm Off-Support Operations Staff |
| Support Services Staff | | |
| Systems Adm-IPC-Ch | 0001 | Chief, Support Services Staff |

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R. L. Bannerman

 Deputy Director
 for Support

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